

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**Division of Financial Assistance****State CDBG Program**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 05-07****To: All CDBG Eligible Jurisdictions and Interested Parties****DATE: August 1, 2005****Subject: CDBG Grant Management Training Workshops for FY 2005/2006****Purpose of this memo:**

This memo is an invitation to all eligible jurisdictions and interested parties to attend the 2005-06 Community Development Block Grant (CDBG) Grant Management Training Workshops. The dates, locations and agenda for the seven workshop sessions are shown on the following pages.

Workshop contents

These workshops provide information to grantees on how to manage their CDBG grant. The focus will be on the Federal overlay requirements pertaining to all CDBG-funded grants. Topics will include environmental review, procurement, Planning and Technical Assistance grants, program income, program and fiscal reporting, economic development, and program monitoring. The agenda will be the same for each workshop – see copy attached.

Who should attend?

These workshops are most important to those jurisdictions currently participating in the CDBG Program. Local CDBG contract administrators and program operators should attend the workshop in their region.

We strongly encourage grantees' *fiscal staff* to attend the workshops. In particular, we recommend fiscal staff to attend the presentations on *program income, reports, and fiscal records and reports*.

Travel to these workshops is an allowable CDBG expense under general administration. CDBG Representatives from each region will be available for consultation at the workshops.

For further information:

Contact the CDBG Program Secretary at (916) 552-9398 or your CDBG Regional Representative. The agenda and location information will be posted on our website at <http://www.hcd.ca.gov/ca/cdbg/>.

2005 CDBG Grant Management Workshop Schedule

Wednesday, August 17, 2005	<u>South Lake Tahoe</u> Lake Tahoe Community College Room E100 One College Drive South Lake Tahoe, CA
Tuesday, August 23, 2005	<u>Arcata</u> Redwood Lodge Redwood Park 12 th Street Arcata, CA
Wednesday, August 24, 2005	<u>Redding</u> Shasta County Administration Center 1450 Court Street Redding, CA
Wednesday, September 7, 2005	<u>Visalia</u> Professional Development Center Tulare County Workforce Investment Department Plum, Quince and Kiwi Rooms 4025 W. Noble Avenue Visalia, CA
Friday, September 9, 2005	<u>Marina</u> Marina Technology Cluster Conference Room 3180 Imjin Road Marina, CA
Tuesday, September 13, 2005	<u>El Centro</u> One Stop Conference Room 2695 South 4 th Street El Centro, CA
Tuesday, September 20, 2005	<u>Sacramento</u> Department of Housing and Community Development Conference Room - Rooms 183/385 1800 Third Street Sacramento, CA

**STATE CDBG PROGRAM
GRANT MANAGEMENT TRAINING
FISCAL YEAR 2005/2006**

AGENDA

- 8:30 – 9:00 a.m. ***Registration***
- 9:00 – 9:30 a.m. ***Introductions, Overview, and Updates***
- 9:30 – 10:30 a.m. ***Starting the Grant Cycle***
- What's in the state contract
 - File Set-Up
 - Clearing Special Conditions
 - Environmental Review
- 10:30 – 10:45 a.m. ***BREAK***
- 10:45 – 11:30 a.m. ***Program Reports and Fiscal Records & Reports***
- 11:30 - 1:00 p.m. ***LUNCH ON YOUR OWN***
- 1:00 – 1:50 p.m. ***Program Income***
- 1:50 – 2:00 p.m. ***BREAK***
- 2:00 – 2:50 p.m. **CONCURRENT SESSIONS:**
Housing Programs (Housing Rehabilitation and Homebuyer Assistance)
Or
Economic Development
- 2:50 – 3:00 p.m. ***BREAK***
- 3:00 – 3:15 p.m. ***Procuring Goods and Services***
- 3:15 – 3:30 p.m. ***Program Monitoring by CDBG Staff***
- What to Expect
 - Monitoring Checklists and Recordkeeping Guidelines
- Closing Out Your Contract***
- Closeout documentation
- 3:30 – 3:45 p.m. ***Planning and Technical Assistance Grants***
- Common Application Errors and Omissions
 - Final Products and Other Information
- 3:45 – 4:00 p.m. ***Workshop Evaluation Forms***